

Vermont Office of Legislative Council - Committee Services Supervisor

The Office of Legislative Council is seeking a Committee Services Supervisor.

The Office of Legislative Council provides nonpartisan legal, operational, and IT support and services to the General Assembly. The Committee Services Supervisor trains, supports, and supervises approximately 20 seasonal and year-round committee assistants. Committee assistants provide administrative support to legislative committees. Duties include scheduling hearings and meetings, recording proceedings, maintaining committee records, posting documents to the committee's web page and assisting committee members, witnesses, and members of the public.

The Supervisor must exhibit strong interpersonal skills such as leadership, effective communication, and the ability to work well with and motivate others. The Supervisor must be able to effectively manage others and facilitate teamwork and camaraderie. Additionally, the Supervisor must exhibit strong executive function skills, such as problem solving, planning, and task flexibility.

Salary will be based on qualifications and experience and will range from \$40,000 – \$50,000. Excellent State benefits include health, life, and disability insurance and retirement plans.

Please send a cover letter and resume by Friday, May 22, 2015, to: application@leg.state.vt.us. Please include first initial, last name, and “Committee Services Supervisor” in the subject line of your e-mail (for example: J. Smith “Committee Services Supervisor”).

The Vermont General Assembly is an equal opportunity employer. Applications from women, individuals with disabilities, veterans, and people from diverse cultural backgrounds are encouraged. ADA accommodations will be provided upon request.